



POLICY RESEARCH ASSOCIATES

345 Delaware Avenue ■ Delmar, New York 12054 ■ (518) 439-7415 p. ■ (518) 439-7612 f.

CONTRACT NUMBER:
GS-10F-0297S

SINS:
874-1RC, 874-2RC, 874-3RC

Period Covered by Contract:
2011 - 2016

Business Size:
Small Business

DUNS Number:
193372638

Authorized Negotiators:
Henry J. Steadman, Ph.D., President
Pamela C. Robbins, Vice President

Pricelist current through Modification A246, dated June 21, 2012.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The Internet address for GSA *Advantage!* is:

<http://www.gsaadvantage.gov>.

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule Title: **MOBIS**

FSC Group, Part, and Section or Standard Industrial Group (as applicable): **874**

FSC Class(es)/Product code(s) and/or Service Codes (as applicable):

Contract number: **GS10F0297S**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: **2011-2016**

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)

Policy Research Associates, Inc.

345 Delaware Ave.

Delmar, NY 12054

Tel: 518-439-7415

Fax: 518-439-7612

Contractor's internet address/web site where schedule information *can* be found (as applicable):
www.prainc.com

Contract administration source (if different from preceding entry).

Business size. **Small**

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s). **SIN: 874-1, 874-1RC, SIN: 874-2, 874-2RC, SIN: 874-3, 874-3RC**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit

prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See below.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum order. **\$1,000,000.00**

3. Minimum order. **\$100.00**

4. Geographic coverage (delivery area). **50 United States and US Territories.**

5. Point(s) of production (city, county, and State or foreign country).

6. Discount from list, prices or statement of net price. **Federal Government price is list price minus .005% discount.**

7. Quantity discounts. **N/A**

8. Prompt payment terms. **N/A**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **N/A**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Government purchase cards not accepted at this time.**

10. Foreign items (list items by country of origin) **N/A**

11a. Time of delivery. (Contractor insert number of days.) **N/A**

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **N/A**

11d. Urgent Requirements. The Contractor will note in its price list the Urgent. Requirements” clause of its contract and advice agencies that they can also contact the Contractor’s representative to affect a faster delivery.

12. F.O.B. point(s). **N/A**

13a. Ordering address(es). **N/A**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). Contactor is to simply include this statement as item 13b.

14. Payment address(es) **PRA, Inc., 345 Delaware Ave., Delmar, NY 12054**

15. Warranty provision. **N/A**

16. Export packing charges, if applicable. **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) **N/A**

18. Terms and conditions of rental, maintenance, and repair (if applicable) **N/A**

19. Terms and conditions of installation (if applicable). **N/A**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**

20a. Terms and conditions for any other services (if applicable) **N/A**

21. List of service and distribution points (if applicable). **N/A**

22. List of participating dealers (if applicable). **N/A**

23. Preventive maintenance (if applicable). **N/A**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **N/A**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. **PRA is committed to producing Section 508 compliant websites/other documentation for consumption by the public. More information about PRA's policy and procedures as they relate to Section 508 are available upon request.**

25. Data Universal Number System (DUNS) number. **193372638**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **PRA has been registered with CCR without interruption since 2003. PRA's current registration is valid through 6/29/2013.**

Policy Research Associates, Inc.
345 Delaware Ave.
Delmar, NY 12054
P: (518) 439-7415
F: (518) 439-7612
Email: pra@prainc.com
Website: www.prainc.com

Company Overview

Policy Research Associates, Inc. (PRA) is a small business with a staff of 45 nationally and internationally known researchers and support personnel (www.prainc.com). Since the firm was founded in 1987, PRA has been funded by Federal and state agencies, national organizations, and foundations to support major national surveys and other studies, conduct research and evaluation, provide technical assistance and training, and plan and facilitate major conferences and meetings and other knowledge transfer activities in the fields of behavioral health services, substance abuse treatment, criminal and juvenile justice, and homelessness. As an organization, PRA is known for its expertise on issues related to the following specialty areas: behavioral health/addictions, criminal justice, juvenile justice, homelessness, recovery supports, accessing benefits, and veterans.

PRA has staff in-house in each of our proposed labor categories, and we will be able to immediately provide services under our contracted SINS. On those contracts where additional staff may be needed, PRA does subcontract to selected firms and has human resources staff in-place who can quickly identify, recruit, and retain additional employees. Our proven recruitment process incorporates a combination of traditional advertising in the local newspaper, posting to our intranet and to the internet, and employee referrals.

Services Offered under each Special Item Number (SIN)

SIN 874-1, 874-1 RC Consulting Services

PRA's clients are involved in the management of major, national systems for providing a broad range of behavioral health and social services. The management of these systems is a complex endeavor, which must be continually analyzed and refined to ensure system and process improvements, productivity, and quality performance. PRA specializes in providing technical assistance (TA) to senior program managers to help them improve their business management skills and to enhance their ability to integrate all facets of their programs. PRA's TA services include: developing customized training materials, assessing management practices to document exemplary practices, and conducting site visits to analyze and document areas for process and productivity improvement.

SIN 874-2, 874-2 RC Facilitation Services

PRA staff plan, facilitate, and document conferences and meetings ranging from small, 1-day TA workshops to large national conferences in cities around the country. PRA has planned and conducted more than 120 national meetings for 20-1,000 participants. These events have included: regional forums; interviews and focus groups conducted as part of national surveys; program assessment site visits; symposia; and biennial meetings of Federal grantees. Because of the complex issues addressed at these events, attendees represent numerous agencies with diverse interests. PRA facilitators are expert at ensuring that attendees feel free to present divergent views, while simultaneously ensuring that common interests are identified and discussed. In addition to meeting facilitation, PRA is also frequently responsible for all logistical arrangements, including securing meeting space, developing the agenda, recruiting speakers and presenters, developing meeting materials, coordinating travel and lodging arrangements, and providing on-site assistance during the meetings.

SIN 874-3, 874-3 RC Survey Services PRA's survey research staff have designed national surveys, developed data collection instruments, identified populations to be studied, collected and analyzed both quantitative and qualitative data, and produced numerous reports and publications documenting survey results and recommending follow-up actions. For numerous Federal government surveys, PRA has compiled and submitted Office of Management and Budget (OMB) packages seeking the Federally required OMB clearance for large-scale, multi-site, longitudinal data collection efforts. The firm specializes in the management and administration of long-term studies, the collection and analysis of data for major, national cross-site studies; and in providing clients with expert assistance in such areas as survey administration (including interviewer training), the analysis and refinement of study protocols, and the management of large-scale databases. PRA pioneered the use of an innovative form of meta-analysis, which facilitates the analysis of multi-site, client-level data.

PRA is known for the firm's ability to design and implement rigorous quality-control and fidelity measures for surveys. In addition, PRA has served as the coordinating center for numerous long-term, multi-site surveys. The firm uses specially designed tracking systems to minimize subject attrition in complex longitudinal studies and provide information on subject enrollment, case disposition, and retention at study sites.

Work Performed for Federal Agencies and the Private Sector

SIN	Project	Agency	Description
874-1, 874-1 RC: Consulting Services	National Center for Mental Health & Juvenile Justice	The John D. & Catherine T. MacArthur Foundation	Staff provided expert advice, assistance, and consultation to agencies and organizations in the development and management of programs targeted at youth with mental health issues involved in the juvenile justice system. The included strategic planning, systems improvement, systems collaboration and integration, evaluation, and training.
	Intensive Training in the SSI Application Process	SAMHSA/SSA	This project was a significant, collaborative effort between SAMHSA and SSA. PRA's design methods employed a recognized, successful business model of instructional systems design and development. The customized training designed by PRA enabled the two agencies to achieve maximum efficiency and fulfill their joint mission of reducing the time required to process SSI/SSDI applications.
	HUD Phases TPA I – Continuum of Care (CoC) Forecasting	U.S. Department of Housing and Urban Development (HUD) – under subcontract to the Corporation for Supportive Housing	This study was critical to HUD's strategic business planning, as it demonstrated that the agency's planned approach to forecasting future housing needs (developing a standardized forecasting tool to predict future renewal rates) was not feasible. PRA assisted HUD with the agency's action planning by recommending modeling as a more viable analytical approach, since modeling does not rely on predictive inference from prior events. Identifying a more viable analytical approach, based on the agency's mission and the available data, saved HUD money and improved the agency's predictive measures.

	<p>SAMHSA's Service Members, Veterans, and Their Families Technical Assistance Center</p> <p>SAMHSA's GAINS Center</p> <p>The SOAR (SSI/SSDI Outreach, Access and Recovery) Technical Assistance and Training Center</p> <p>The CMHS Statewide Family & Consumer Networks Technical Assistance Center</p>	SAMHSA	Technical Assistance Centers operated by PRA
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SIN 874-2, 874-2 RC: Facilitation Services	SAMHSA's GAINS Center	SAMHSA/DOJ	Since 1995, through the GAINS Center, PRA has provided many of the services described in SIN 874-2, including: agenda development, logistical support, group facilitation, meeting evaluation, and the preparation of meeting summaries. Meetings PRA has coordinated range from Grantee Meetings to Policy Academies and National Conferences.
	Center for Knowledge Application on Homelessness and Serious Mental Illness	SAMHSA	PRA conducted two national conferences (2001 and 2003), convening experts on all aspects of homelessness to showcase state-of-the-art research and best practices for more than 700 attendees. PRA designed workshops, coordinated registration, developed the conference agenda, created promotional materials, provided both preconference and onsite technical expertise and logistical support, evaluated the success of the conference, and submitted a full report summarizing the activities and evaluation.
	Enhancing Access to Mainstream Programs for Persons who are Chronically Homeless and Homeless Families with Children	U.S. Department of Housing and Urban Development (HUD) – under subcontract to Health Systems Research, Inc.	The Policy Academies exemplify the collaborative, working group process addressed in SIN 874-2. Working onsite in teams of diverse individuals, meeting attendees were led by PRA facilitators, who helped them to identify areas of mutual concern and problem-solve. Both before the Academies and on site, PRA staff played a key role in helping attendees meld divergent views. In addition to group facilitation, PRA staff provided other services referenced in SIN 874-2, including agenda development and logistical support.

SIN 874-3, 874-3 RC: Survey Services	Violence Risk Assessment Software Validation Study	NIH	Staff performed many of the survey services outlined in the definition for SIN 874-3 in executing this project. Project deliverables and services included: study design; survey administration; statistical analyses of initial data; qualitative review of follow-up data, and preparation and submission of a final survey report.
	Technical Assistance to States and Local Providers for Projects for Assistance in Transition from Homelessness (PATH) Program	SAMHSA	All of the services provided by PRA relate to the definition of SIN 874-3. The services included data collection and analysis; preparation of data tables; preparation of a final report containing numerous graphs, charts, and tables; and regular briefings of SAMHSA staff and PATH program administrators to discuss project status and make recommendations regarding improved data collection methods.
	Validation of a Mental Health Screening Package in Jails for the National Institute of Justice	NIJ	This study was designed to look at the validity of the Brief Jail Mental Health Screen (BJMHS) in effectively identifying and referring individuals at intake for further mental health screening. On the basis of the data collected, PRA was able to validate that the BJMHS is a cost-effective and valid tool for identifying male inmates who need additional mental health screening. PRA is currently conducting a follow-up study to determine how the measure can be redesigned to better capture data on women who need additional screening. Services that PRA provided that relate to SIN 874-3 include: study design, instrument development and refinement, data collection and analysis, report production, and training on the use of the screens.

Ordering Instructions/Terms and Conditions

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Labor Categories and Rates

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Management/Administration					
Senior Officer	235.20	242.25	249.52	257.01	264.72
Officer	156.71	161.41	166.26	171.24	176.38
Division Manager	91.42	94.16	96.98	99.89	102.89
Project Manager	104.18	107.30	110.52	113.84	117.25
Technical Assistance & Evaluation					
Research Director	104.47	107.61	110.84	114.16	117.59
Project Director	104.47	107.61	110.84	114.16	117.59
Trainer	89.99	92.69	95.47	98.34	101.29
Research Associate II	77.05	79.36	81.74	84.19	86.72
Project Associate II	77.05	79.36	81.74	84.19	86.72
Research Associate	60.07	61.87	63.73	65.64	67.61
Project Associate	60.07	61.87	63.73	65.64	67.61
Research Assistant II	50.93	52.46	54.03	55.65	57.32
Project Assistant II	50.93	52.46	54.03	55.65	57.32
Research Assistant I	43.10	44.39	45.72	47.09	48.50
Project Assistant I	43.10	44.39	45.72	47.09	48.50
Training Coordinator	78.36	80.71	83.13	85.62	88.19
Facilitator	104.47	107.61	110.84	114.16	117.59
Data Analyst	65.30	67.26	69.27	71.35	73.49
Technical					
Graphic Designer	84.23	86.76	89.36	92.04	94.80
Technical Writer	70.52	72.64	74.81	77.06	79.37
Website Designer	84.23	86.76	89.36	92.04	94.80
Website Administrator	84.23	86.76	89.36	92.04	94.80
Editor/Proofreader	60.07	61.87	63.73	65.64	67.61
Logistics Coordinator	49.63	51.11	52.65	54.23	55.85
Support Staff					
Database Administrator**	60.07	61.87	63.73	65.64	67.61
Administrative Assistant II**	53.54	55.15	56.80	58.51	60.26
Administrative Assistant I**	45.05	46.41	47.80	49.23	50.71
Data Entry	46.36	47.75	49.18	50.66	52.18

**** SCA Labor categories**

Service Contract Act Matrix

SCA Eligible Contract Labor Categories	SCA Equivalent Code and Title	WD Number
Database Administrator	14072 Computer Programmer II	52367
Administrative Assistant II	01020 Administrative Assistant	52367
Administrative Assistant I	01312 Secretary II	52367

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories (**). The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA Matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Functional Area	Labor Category	Required Education and Experience and Duties for Each Labor Category		
		Min. Req. Education	Min. Req. Experience	Duties To Be Performed
Management	M. 1 Senior Officer	Ph.D. preferred	10+ years	Directly responsible for the complete management and oversight of all substantive areas, and project and research work as well as provides supervision and guidance to Officers and Division Managers.
	M. 2 Officer	M.A., or Ph.D. preferred	8+ years	In collaboration with the Senior Officer, provides complete management and oversight of all substantive areas, project and research work, as well as provides supervision and guidance to Division Managers and members of certain projects/research studies.
	M. 3 Division Manager	B.A. – Ph.D.	2+ years	Directly supervise staff and report to the VP/President of that division. Collaborate with other DM's to facilitate coordinated operation of the organization.
	M. 4 Project Manager	B.A. – Ph.D.	5+years	Independently manage complex projects and direct and supervise project staff and subcontractors and consultants. Responsible for ensuring that all project products and deliverables are completed in a timely manner.
Technical Assistance & Evaluation	TAE. 1 Research Director	M.A., Ph.D. preferred	5+ years	Oversees direction and supervision of various aspects of Division research, works closely with other research and agency staff, primary contractors, federal project officers and subcontractors to ensure effective completion of research oriented activities.
	TAE. 2 Project Director	M.A., Ph.D. preferred	5+ years	Oversees direction and supervision of various aspects of Division projects, works closely with other project and agency staff, primary contractors, federal project officers and subcontractors to ensure effective completion of project activities.
	TAE. 3 Project Associate II	B.A. – Ph.D.	5 years	Coordinates, oversees and ensures the effectiveness of project activities including meetings, workshops, training institutes and technical assistance, information gathering and dissemination, grant writing and supervision of project support staff. Possesses specialized expertise in multiple substantive areas including housing, mental health, criminal justice, and juvenile justice.
	TAE. 4 Research Associate II	B.A. – Ph.D.	5 years	Coordinates, oversees and ensures the effectiveness of research study activities and analyses. Supervises study support staff. Possesses specialized expertise in multiple substantive areas as well as research and analytic methods.
	TAE. 5 Project Associate I	B.A. – Ph.D.	3 years	Performs intermediate level tasks associated with the project. Possesses specialized expertise in substantive areas such as housing, mental health, criminal justice, and juvenile justice. Collaborates with senior staff in writing major sections of papers and reports.
	TAE. 6 Research Associate I	B.A. – Ph.D.	3 years	Performs intermediate level tasks associated with the research study. Possesses specialized expertise in substantive areas such as housing, mental health, criminal justice, and juvenile justice and /or analytic and research methods. Collaborates with senior staff in writing major sections of papers and reports.
	TAE. 7 Training Coordinator	M.A. preferred	5+ years	Coordinate training material production, supervision of training consultants and logistics related to training activities.
	TAE. 8 Facilitator	M.A. preferred	5+ years	Perform all activities related to meeting or group facilitation including identification of participants and meeting goals, facilitation of meeting materials/agendas/guides and conduct of the meeting.
	TAE. 9 Data Analyst	M.A. preferred	5 years	Utilizes substantial knowledge of research and analytic methods to provide in-depth data support to the project or research study.
	TAE. 10 Project Assistant I	B.A. – M.A.	None	Provides basic assistance by carrying out a variety of specified tasks frequently associated with data collection information management, under the direct supervision of senior staff.
	TAE. 11 Project Assistant II	B.A. – M.A.	2 years	While still performing the same tasks as the entry level Project Assistant, will have demonstrated considerable progress in mastering assigned tasks, above average performance of duties, and increased ability to take on responsibilities.

Technical Assistance & Evaluation	TAE. 12 Research Assistant I	B.A. – M.A.	None	Provides basic assistance by carrying out a variety of specified tasks frequently associated with data collection information management under the direct supervision of senior staff.
	TAE. 13 Research Assistant II	B.A. – M.A.	2 years	While still performing the same tasks as the entry level Research Assistant, will have demonstrated considerable progress in mastering assigned tasks, above average performance of duties, and increased ability to take on responsibilities.
	TAE. 14 Trainer	M.A. preferred	5+years	Experienced delivery of training products in area of mental health services and overlap between criminal justice, housing, juvenile justice and benefits. Must prepare materials in advance and travel to training sites.
Technical	T. 1 Graphic Designer	B.A.	2+ years	Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space and aesthetic design concepts.
	T. 2 Technical Writer	B.A.	5 years	Provides writing, design, layout and printing support to all projects and PRA administrative staff.
	T. 3 Website Designer	B.A., M.A. preferred	2+ years	Provides coding, design and layout for any website needs determined by projects or PRA.
	T. 4 Website Administrator	B.A., M.A. preferred	2+ years	Maintains, administers and monitors all internet/intranet domains managed by PRA. Creates and updates all ListServs used by the projects. Tracks website hits for reporting purposes.
	T. 5 Editor/Proofreader	B.A.	5 years	Coordinates with Technical Writer to copy-edit all text and assigned projects. Ensures that all text elements meet editing quality standards. Checks any art/text for consistency or all assigned projects.
Support Staff	T. 6 IT Manager	B.A.	2+ years	Provides technical support to staff and works closely with information technology consultants to coordinate and implement hardware/software and security needs.
	T. 7 Logistics Coordinator	High School Diploma	2 years	Coordinates logistical arrangements for national and local meetings, secures lodging, catering and travel arrangements.
	S. 1 Database Administrator	B.A.	3 years	Retrieve database material and coordinate database entries and maintenance.
	S. 2 Administrative Asst. II	High School Diploma	3 years	Provide administrative support to project staff along with assisting in materials ordering, proposal production, and logistical arrangements.
	S. 3 Administrative Asst. I	High School Diploma	1 year	Provide administrative support to project staff along with assisting in production and mailing of project deliverables.
	S. 4 Data Entry Operator	HS Diploma; Some college preferred	3 years	Provides varied basic office support under the direct supervision of other staff. Performs data entry and other support assistance.